

**DEPARTMENT OF EDUCATION  
JOB OPPORTUNITY  
SUBSTITUTE MAINTAINER (PART-TIME)  
NORWICH TECHNICAL HIGH SCHOOL**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** 7 Mahan Drive, Norwich, CT 06360  
**Hours:** As Need Basis  
**Salary:** \$14.67 per hour  
**Closing Date:** March 28, 2011  
**Job Posting #:** 60809

**GENERAL KNOWLEDGE:**

Some oral and written communication skills; some interpersonal skills, including the ability to work with students; ability to follow oral and written instructions; ability to learn policies and procedures; ability to operate, care for, and perform minor maintenance on equipment used in daily work; ability to work independently; some ability in simple record keeping and preparing reports.

**EXAMPLE OF DUTIES:**

Responsible for assisting in preparation, handling, serving, and distribution of food; cleaning food service areas including preparation, storage and delivery area; may operate cash register, prepares simple foods such as beverages, salads, toast, etc.; replenish condiments; sets counters with utensils; operates dish room equipment; may operate kitchen equipment; stocks shelves with supplies; may oversee the work of students assigned to assist in Maintainer duties; may perform preventative maintenance tasks including cleaning grease traps; may clean strainers and boilers; may perform custodial functions including washing floors as required; performs related duties as required.

**GENERAL EXPERIENCE:**

Any experience and training which will provide the knowledge, skills, and abilities listed above.

**PREFERRED EXPERIENCE:**

Food service experience in a school environment or in a setting with an adolescent population.

**PHYSICAL REQUIREMENT:**

Incumbent must have adequate physical strength, stamina, physical agility and auditory acuity and must maintain such physical fitness as to be able to perform the duties. Incumbents may be required to lift moderate to heavy weights.

**NOTE:**

- 1) The incumbent will work only when school is in session and school lunch is served.
- 2) The incumbent will work on an as needed basis.

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**ELIGIBILITY REQUIREMENT:**

In addition to meeting the above requirements, candidates **must** submit the following information in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Three (3) pertinent professional letters of reference to:

Norwich Technical High School  
7 Mahan Drive  
Norwich, CT 06360  
ATTN: Sabine Robillard, Business Manager  
TEL: (860) 889-8453  
FAX: (860) 886-4632  
E-MAIL: [sabine.robillard@ct.gov](mailto:sabine.robillard@ct.gov)

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.** The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding Connecticut Technical High School system's nondiscrimination policies and practices should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director  
State of Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
(860)-807-2071  
(Equal Employment Opportunity Director/American with Disabilities Act Coordinator)

Beatrice Tinty  
Education Consultant  
Connecticut Technical High School System  
25 Industrial Park Road  
Middletown, CT 06457  
(860)-807-2220  
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education  
Office for Civil Rights  
5 Post Office Square, Suite 900  
Boston, Massachusetts 02109-3921;  
(617) 289-0111  
Fax number (617) 289-0150  
TTY/TDD (877) 521-2172  
(matters related to race, color, national origin, age, sex and/or disability).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.